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Office Memorandum • UNITED STATES GOVERNMENT

25X1A9a to : Mr. [REDACTED]

DATE: 9 August 1948

FROM : Transportation Division

SUBJECT: Monthly Report of Transportation Division Activities - July 1948

The following report covering activities of the Transportation Division during the month of July is submitted pursuant to your request.

1. Status of Personnel:

- (a) T/O as of 1 July 1948 - 55 positions
- (b) Total number actually on duty by sections

Office of the Chief	1
Shipping Section	2
Motor Pool	46

(c) Number of personnel interviewed for whom actions have been initiated:

Motor Pool (Chauffeurs)	4
" " (Dispatcher)	1

Recruitment request is still on file with the Personnel Branch for one (1) Stenographer, CAF-4, for the vacancy in the office of the Chief. In view of the increased volume of work in this office in connection with cargo shipments and other transportation activities it is urgent that this vacancy be filled as soon as possible.

During the month we had one (1) Truck Driver (Tractor Trailer) report for duty and two (2) Chauffeurs. These were to fill vacancies created by resignations.

The Motor Pool has been operating satisfactorily with a minimum of complaints in spite of the fact that demands for service are increasing daily, particularly for special services such as assignments of cars and drivers to individuals and branches for special details.

2. Truck Operations:

The following truck operations were performed during the month:

- 10 trips to Baltimore
- 10 trips to New York
- 1 trip to Detroit
- 1 trip to Boston
- 1 trip to Richmond
- 1 trip to Norfolk
- 234 local hauls in and around Washington

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3. The following is a report of the activities of the [REDACTED] Garage and the Que Building Motor Pool:

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(a) [REDACTED] Garage:

Repair Jobs	23
Labor	\$ 520.00
Parts	170.06
Repair Jobs Performed outside	5
Labor	31.47
Parts	1.08
Maintenance Work	
Cars washed	41
Cars lubricated	31
Other service jobs	112
Labor	\$910.65
Parts	47.25

Total value of labor performed in the garage during the month was \$1430.65. This work was performed by personnel with salaries totaling \$1,028.50, indicating a saving of \$402.15.

(b) Que Building Motor Pool

776 - Total trips made
 36.9 - Average number trips per day
 6107 - Total miles operated
 290.8 - Average miles per day
 7.9 - Average miles per trip
 39.1 - Average time per trip

During the month we had an average of 2.3 calls per day for service which were delayed, but there were no requests for service actually refused due to non-availability of cars. Those calls which were delayed were all taken care of within a few minutes after the request was first received.

Forty two (42) passenger carrying vehicles operated a total of 33,348 miles, while twenty three (23) trucks operated a total of 17,746 miles during the month. The increase in truck operation was due to increased activity in connection with cargo shipments and handling office equipment to newly established out of town offices. We had a total of twenty four (24) out of town hauls this month compared with fifteen (15) for the month of June.

Volume of work and flow of personnel through the Shipping Section as follows:

Rail Reservations	-	29
Airline Reservations	-	40
Hotel Reservations	-	3
Fare Quotations	-	286
Persons Processed Overseas	-	5
Transportation Requests	-	126

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